

✓ 1. FORMS MANAGEMENT ACTIVITIES REMAINED HEAVY IN 1957

1659 forms analysis projects were completed. 303 new forms, 277 revised forms and 858 reprinted forms were approved with 24,321,536 copies or sets being printed; 221 forms were obsoleted. At the year end, 1913 approved forms were in use by the Agency, a net increase of only 82 over the preceeding year. Of this total, 1588 were CIA Forms and 325 were forms of other Government Agencies.

✓ 2. NEW DISPATCH FORMS DEVELOPED FOR AGENCY-WIDE USE

The Dispatch Study which led to the procurement of a group of improved test forms last year, culminated in the development of 4 standardized forms for world-wide use this year. Prime advantages of the new forms 53, 53a, 53b and 53c are:

- Pre-assembled carbon-interleaved sets will replace cut sheets and Letterex.
- Pre-printed sets with hectograph masters will replace plain ditto masters and Letterex. Sets will eliminate retyping of form sets for large multiple distributions and simplify handling of book messages.
- Streamlined procedures will be standard throughout the Agency.
- Typing and clerical handling time will be cut.
- Executive non-productive handling time will be saved.
- Greater cleanliness for executives.
- Better utilization of safe space thru use of legal-size forms.
- Reduction in the volume of 2 or more page dispatches.
- Expedited document flow by use of the preprinted Cover sheet to record distribution and all true name signatures.
- Simplified methods by permitting all dispatch copies to be signed in pseudonym.
- Form manufacturing costs cut by improved design and construction features.
- Creation of unneeded copies discouraged by adoption of 6-part sets rather than the 8-part test sets.

✓ 3. FORMS SURVEY OF PRINTING SERVICES DIVISION REVEALED FIFTY BOOTLEG FORMS

Study of PSD operations in the main office and 3 printing plants uncovered 50 bootleg forms. Benefits to date are:

- Consolidation of 5 forms into 2.
- Outright elimination of 2 forms.
- Substitution of 4 existing Agency forms for 4 bootleg forms.
- Discovery of 2 additional bootleg forms, one used by FBID and the other by both of OL/which will be replaced in 1958 by existing Agency Forms.
- Redesign and approval of 3 forms.
- Pending improvements in 15 others.
- Destruction of 24 cu. ft. of records and 9,600 obsolete forms.
- Simplification of T and A procedures; one procedure was eliminated.

4. FORMS MANAGEMENT ARTICLE APPEARS IN FIFTH ISSUE OF THE SUPPORT BULLETIN  
Forms Management was highlighted in a 1½ page article appearing in SB-5, July-August 1957. This was the first of a series of Records Management Articles to appear in the Support Bulletin.

✓ 5. LARGEST CASH AWARD IN HISTORY OF CIA SHARED BY FOUR EMPLOYEES

In impressive ceremonies attended by the three Civil Service Commissioners and a number of Agency officials, Mr. Dulles presented an award of eighty-five hundred dollars to four employees. This award, the largest in the history of the CIA Suggestion Awards Program, stemmed from the submission of three related employee suggestions which affected ~~not~~ only CIA but also a large part of the rest of the Government. Our measured annual savings amount to about 55,000 manhours worth \$150,000.00. Many intangible benefits of general application to a large part of the entire Government also resulted from these suggestions which substantially changed forms, procedures and systems for the reporting of "HOT" information. This office was the prime evaluator and assisted substantially in the implementation and development of modifications of suggesters' ideas.

✓ 6. LOGISTICS OFFICE AIDED IN DEVELOPING IMPROVED FORMS STOCKING AND DISTRIBUTION REQUIREMENTS

STAT Assistance was given [ ] SD/OL in developing a detailed report to C/SD/OL covering quantity, sterility, scope, lead-time and many other factors affecting stocked forms. This in turn led to the correction of Supply Division records and substantial adjustments in many stock levels.

✓ 7. SUPPLY CATALOG REVIEW REVEALED MANY ERRORS

Review of stocked forms listed in the Hq. and Field Supply Catalogs revealed a vast number of errors and highly questionable security practices. Obsolete and non-stocked forms were listed, many forms were omitted, the Field list contained forms authorized for Hq. use only, and vice versa. Suggestions for corrections and improvements were ~~developed and then~~ made to both the Identification & Cataloging Branch and the Security Div. of Logistics.

✓ 8. NEW DICTAPHONE BELT LABEL PREVENTED PURCHASE OF ONE HALF MILLION CARDS

Purchase of 500,000 cards was obviated when a special label for Dictaphone Belts was developed for FBID. With these cards costing 3¢ each, \$15,000.00 will be saved over the next four years. 3

✓ 9. SALVAGE OPERATION SAVED OVER TEN THOUSAND DOLLARS

A most effective salvage job was accomplished when new uses were found for Form 791. Originally some 200,000 5-part NCR sets were procured for a special DD/P project at a cost of \$10,838.00. Unfortunately, the project was discontinued with 188,500 sets still unused. When Supply Div/OL proposed scrapping the supply to obtain warehouse space we refused to grant permission without first shopping the Agency for possible users. They were soon found with OO agreeing to take 100,000 sets, OCR, 85,000, and ORR, 3,000.

✓ 10. CANCELLATION OF REQUISITION FOR DD/P FORM SAVED \$7,875.00

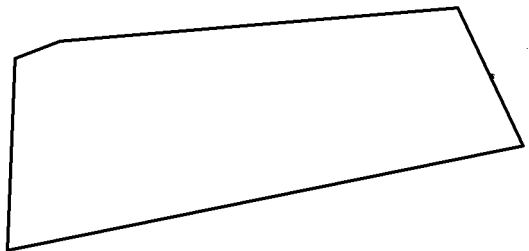
Finding that adequate supplies of Form 266, ~~File Charge Slip~~ File Charge Slip were in the pipe line to last until need for this form passed, an order ~~for~~ for 375,000 sets was cancelled.

11. DISAPPROVAL OF EMPLOYEE SUGGESTION PROVED BENEFICIAL

Suggestion 3106 proposed that NCR Paper be used for Form 218, Pay Roll Change Notice in lieu of carbon interleaved sets. Rejection of the suggestion and continuation of the form w/out change prevented an increased cost of \$800.00 annually.

✓ 12. IMPROVED MAIL HANDLING METHODS AND FORMS TO SAVE NINETY-ONE HUNDRED THOUSAND DOLLARS

Development of improved Agency Chain Envelopes and a compatible Courier's Receipt and Log Record will eliminate the ~~the~~ separate preparation of <sup>both</sup> the Courier's Classified Mail Receipt ~~as/w/ll/as/ppp~~ and individual Mail Logs. In addition <sup>they</sup> ~~it~~ will save addressing of envelopes, wastage of plain envelopes <sup>CORRECT</sup> and numerous other inefficient mail handling and logging practices. Minimum savings of \$90,000.00 per year are anticipated.



Chief, Forms Management Br.

STAT

STAT

# Reference Center Reference Services

CY 1957

	<u>Rec. Doc. Loaned</u>	<u>Info Requests</u>
Jan	759	115 -
Feb	1,362	109 -
Mar	703 -	70 -
Apr	747 -	71 -
May	754 -	61 -
June	727 -	64 -
July	624 -	47 -
Aug	841 -	73 -
Sept	839 -	62 -
Oct	677 -	72 -
Nov	559 -	56 -
Dec	637 -	49 -
	<u>9229</u>	<u>849</u>
	<u>849</u>	
	10,078	

## OTR Sponsored Training in CY-57

STAT	<u>Student</u>	<u>Course</u>	<u>No. of Hours</u>
		Conf. Leadership	24
		IOC	160
		Conf. Leadership	24
		Writing Workshop	27
		Effective Speaking	12
		IOC	160
		Writing Workshop	27
		IBM School	40
		IOC	40
		Conference Leadership	24
		Basic Management	40
		AMA	24
		Basic Supervision	40
		Shorthand Theory	85
		Records Mgt Institute	80
		" " "	80
		Archival Administration	160
		" "	160
		AMA (Reports Mgt)	24
		IOC	160
		Writing Workshop	27
		Basic Mgt.	40
		IOC	160

STAT	<u>Student</u>	<u>Course</u>	<u>No. of Hours</u>
		100 Effective Speaking	160
			<u>12</u>
		Total	1790

## On-the-Job Training in CY 57

STAT	<u>Student</u>	<u>Course</u>	<u>No. of Hours</u>
		Mgt/s Clinical Orientation	82
		" " "	72
		Basic Rec. Mgt. Analysis	504
		Records Mgt. Analysis	120
		" " "	135
		" " "	148
		" " "	64
			<u>74</u>
		Total	1199

## Total - all RMS Training

OTR Sponsored	1790 Hrs
On-the-Job	<u>1199</u>

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700060029-6

Total 2,989 Hrs

Percent of Training Hours To  
Working Hours.

25X1

T/O -

$$\begin{array}{r}
 41.000 \overline{) 2.989.00} \\
 \underline{287000} \\
 119000 \\
 \underline{82000} \\
 370000
 \end{array}$$

=

25X1

7.3% time spent in training  
creditable to 3% requirement